

11-1-1981

## UA28/1 The Personnel File

WKU Human Resources

Follow this and additional works at: [http://digitalcommons.wku.edu/dlsc\\_ua\\_records](http://digitalcommons.wku.edu/dlsc_ua_records)



Part of the [Human Resources Management Commons](#), [Insurance Commons](#), [Labor Relations Commons](#), and the [Taxation Commons](#)

---

### Recommended Citation

WKU Human Resources, "UA28/1 The Personnel File" (1981). *WKU Archives Records*. Paper 1414.  
[http://digitalcommons.wku.edu/dlsc\\_ua\\_records/1414](http://digitalcommons.wku.edu/dlsc_ua_records/1414)

This Newsletter is brought to you for free and open access by TopSCHOLAR®. It has been accepted for inclusion in WKU Archives Records by an authorized administrator of TopSCHOLAR®. For more information, please contact [connie.foster@wku.edu](mailto:connie.foster@wku.edu).



# THE PERSONNEL FILE

Personnel Services

Volume 1, No. 3

November, 1981

## Annuity Program is Tax Shelter

How would you like to reduce current taxes while providing for future retirement income? The Internal Revenue Service Code, Section 403 (b), makes it possible for you to do so through participation in a tax deferred annuity program.

Under the program, tax sheltered contributions are deducted from your salary in predetermined amounts and forwarded directly to state agencies or insurance companies. Such contributions are not subject to federal or state income tax in the year deducted. Obviously, the immediate advantage of the tax sheltered (deferred) program is reduction in current taxes. Possible disadvantages of the tax sheltering program are the tax liability in the event of a lump sum fund withdrawal and the trend of future tax rates. In other words, it is possible to lose or dilute the tax advantage.

Here is a typical example of how the program operates. The employee has a gross salary of \$985.00 monthly, is married with 3 exemptions:

Current Status		With \$100 T.S.A.
Gross Salary	\$985.00	\$985.00
Federal Tax	76.85	60.89
State Tax	29.57	24.53
City Tax	14.78	14.78
T.S.A.	-0-	100.00
Net	863.80	\$784.80

In this example, the employee saves \$100 per month but take-home pay is reduced by only \$79.00. The \$21.00 up-front savings would be more, if you are in a higher tax bracket. Savings will accumulate rapidly; but remember, it's subject to tax when withdrawn.

Western has contracts with thirteen private insurance companies, Teachers' Insurance and Annuity Corporation (TIAA-CREF), Public Employees Deferred Compensation Plan (PEBSCO), and the Kentucky Teachers' Retirement System. These carriers have various plans and charges. If you decide to participate, you should examine a number of plans very carefully to determine which is best for you.

For general information on the T.S.A. program, call Jim Tomes, 745-2071.

## Credit Union Declares Bonus Dividend

The Board of Governors of the WKU Credit Union has declared a 5½% bonus dividend for the fourth quarter of 1981. This is in addition to the regular dividend of 6½% to make the effective dividend for this period 12%.

The WKU Credit Union is owned by its members — WKU employees and their immediate families. The credit union makes money by lending money and making investments. When the

credit union does well, it gives the extra money back to its members, divided equally in the form of dividends. Such is the case with the increase in this fourth quarter.

Even though the credit union earns money for its members, it also provides lower interest rates on loans than do banks. The current rate is 15% as compared with 19% and 20% at the banks.

## Holiday Closings

For the Christmas holidays, all offices will close at 4:00 p.m. on December 22 and reopen at 8:00 a.m. on January 4.



# KERS Retirement Program

Each full-time employee of Western Kentucky University participates in one of two state retirement systems: the Kentucky Employees Retirement System (KERS) or the Kentucky Teachers' Retirement System (KTRS). This includes all full-time personnel except personnel assigned to temporary positions with a duration less than nine months. A separate article at a later date will discuss the Kentucky Teachers' Retirement System (KTRS).

Those personnel assigned to classified positions participate in KERS. This includes those personnel assigned to positions within the secretarial/clerical, technical/paraprofessional, skilled trades, and service/maintenance occupational categories. Also included are all Assistant Residence Hall Directors and some personnel in the Administrative or Professional Non-faculty occupational areas.

Each member of the Kentucky Employees Retirement System contributes four percent of his/her hourly wage or monthly salary. Western, as the employer, contributes an amount equal to 7.25 percent of each member's hourly wage or monthly salary. Basically, the system provides for retirement at age 65 with a full annuity. A member becomes "fully vested" when five years of service is acquired.

The contributions made by the employees and Western are administered and invested by the KERS office in Frankfort, and the Kentucky Legislature monitors the financial status of the retirement fund and periodically passes legislation relating to the system. For example, beginning July 1, 1980, the Legislature authorized state agencies (including Western) to purchase up to six months of accumulated sick leave toward retirement credit for retiring employees who belong to KERS.

A Western employee entering the plan at age 30 and continuing employment on a full-time basis until arriving at the normal retirement age of 65 will receive under current plans the following monetary benefits at retirement.

When average earnings are \$8,600, the computation is as follows:

$$\begin{array}{r} \$ 137.60 \text{ (1.6\% of 8,600)} \\ \times \quad 35 \text{ (multiplied by years of service)} \\ \hline \$4,816.00 \text{ (annual benefit)} \end{array}$$

\$ 401.33 (monthly payment to member)

Thus, an employee will receive during retirement 56% of the average salary earned during the five highest-salaried years.

When average earnings are \$12,000, the computation is as follows:

$$\begin{array}{r} \$ 192.00 \text{ (1.6\% of \$12,000)} \\ \times \quad 35 \text{ (multiplied by years of service)} \\ \hline \$6,720.00 \text{ (annual benefit)} \end{array}$$

\$ 560.00 (monthly payment to member)

For more detailed information, contact the Department of Personnel Services.

## Senior Personnel Specialist's Duties Are Varied

Ivy Roberson serves as Senior Personnel Specialist in the Department of Personnel Services. Miss Roberson, who has worked in Personnel Services for thirteen years, processes applications for secretarial/clerical positions, selecting and forwarding copies of applications and reference letters to department heads for approved vacant positions. Miss Roberson processes a variety of personnel and payroll forms submitted by offices and departments on campus, and she discusses staff benefits with new employees. Miss Roberson works with the Kentucky Teachers' Retirement System and the Kentucky Employees Retirement System in processing membership applications and retirement requests. In addition to other secretarial and clerical duties, Miss Roberson serves as super-



Ms. Roberson is senior personnel specialist for Personnel Services.

visor of regular and student employees within the office.

If you should need assistance in these areas, contact Miss Roberson at 745-2071.

### CONTENTS

Annuity Program  
Credit Union  
Holidays  
Retirement  
Personnel Feature  
Administrator Feature  
Emergency Absences  
Topper Tennis Bash  
Promotions  
Service Anniversaries  
Pay Schedule  
Basketball



## Administrator is Unique

Dr. A. Faye Robinson is the Associate Vice President for Academic Affairs and the Associate Affirmative Action Officer. What makes Dr. Robinson unique is she is the highest ranking female in administration at Western and, in the public universities in Kentucky.

Dr. Robinson came to Western in 1972 as a staff assistant in the Office of the Dean of the Graduate College, was promoted to Assistant Dean of the Graduate College in 1975, and Associate Dean for Instruction in 1978. As of April, 1981, she also holds the rank of professor in the College of Education.

Before coming to Western, Dr. Robinson was an instructor of psychology at Roane State Community College, 1971-72, and the registrar at the University of Tennessee, Nashville, 1968-69. She obtained her B.A., M.S., and Ed.D. at the University of Tennessee, completing her doctorate in 1972.

As Associate Vice President for Academic Affairs, Dr. Robinson has many duties. Her responsibilities include: coordinating the Academic Program Evaluation Project; supervising the Learning Assistance Center Activity of the Title III project; faculty service - she teaches one graduate course per semester; supervising the University Honors Program; supervising the Special Services Program for Disadvantaged Students; serving as secretary for the Academic Council; writing and compiling data and maintaining records on student enrollment patterns, attrition rates and profiles; working with deans and department heads to evaluate, update and develop programs; engaging in university service - serving on various councils and committees; writing proposals for external funding and assisting others; supervising the Talent Search Project, and assisting the Affirmative Action Officer.

Dr. Robinson is married to William K. Robinson and they have four children: Cynthia Robinson Beeler; Susan Robinson Keen; William McKenzie, and John Mark. She is also a member of the American Psychological Association, the American Educational Research Association, the American Personnel and Guidance Association and the Tennessee Education Association.



Dr. Faye Robinson, Associate Vice President for Academic Affairs.

Dr. Robinson has recently been appointed Associate Affirmative Action Officer at Western Kentucky University. In this position she will assist Mr. James Tomes, Director of Personnel Services and Affirmative Action Officer, in ensuring compliance with the **Affirmative Action Plan** as it applies to the personnel administration of faculty and other staff in the area of Academic Affairs.

## Emergency Absence

On occasions, employees must miss work because of an emergency or serious illness involving a family member. "Absences necessitated by emergency or serious illness of an immediate member of the family may be applied against the accumulated sick leave credits up to a maximum of four (4) working days for any one period of sickness or illness. Immediate family is defined for this purpose as spouse, unmarried child at home, or other relatives living in the same household and under the care of the employee. Parents, children, grandparents, grandchildren, brothers, sisters, or in-law relatives of the same degree who are solely dependent upon the employee for emergency care may also be included if special circumstances warrant. The appropriate supervisor is authorized to use his/her personal judgment in the application of this definition." This information comes from the personnel policy relating to sick leave: Personnel Policy #21 (IV)(5). Should you or your supervisor have a question regarding this policy, contact the Department of Personnel Services.

## Topper Tennis Bash

The Student Development Foundation hosted a doubles tennis tournament in September entitled "Topper Tennis Bash." The purpose of the tournament was to provide a medium for faculty/ staff and student relationships to grow.

Each doubles team was composed of a faculty/staff member and a student, giving participants an opportunity to meet one another in a relaxed atmosphere.

The semi-finals were held on Tuesday night, September 22, and produced the team of Bob Bryant, a sophomore chemistry major, and Dr. Richard Miller, a

psychology professor, versus the team of John Mark Fones, a senior business major, and Emily Hill, departmental secretary in nursing.

The finals were on the following Tuesday, September 29, and the winning team was Bryant and Miller. They won a silver-plated tray for their efforts and the runners-up received a silver-plated bowl. Everyone who participated received a Topper Tennis Bash T-shirt.

The Student Development Foundation was established primarily for the purpose of creating support for Western within the university, the alumni, and surrounding areas.

## Personnel Promotions

Name	Date	Department	Promotion to Job Title	Promotion from Job Title
Richard Dumond	8/81	College Heights Laundry	Laundry Supervisor	Boiler Operator
Robert Zibart	10/81	Physical Plant	Electrician Helper	Electrician Trainee
Diana Caillouet	11/81	Teacher Education	Senior Secretary	Senior Departmental Secretary
Patience Nave	11/81	English	Senior Secretary	Senior Departmental Secretary



# Service Anniversaries

The following employees have service anniversaries during July-November, 1981.

## 10 YEARS

Forrest Kent Campbell, Professor, Music, 7/15/71  
 Patricia Ann Adams, Building Services Attendant, Physical Plant, 8/01/71  
 Roy D. Reynolds, Jr., Associate Director, Admissions, 8/07/71  
 F. Corydon Crooks, Associate Professor, Teacher Education, 8/07/71  
 Bettie J. Johnson, Staff Assistant, Dean's Office, Graduate College, 8/15/71  
 Joerg Seitz, Assistant Professor, Government, 8/15/71  
 Charles Marvin Anderson, Director, Media Services, 8/16/71  
 Theoldon Virginia Atkins, Associate Professor, Home Economics and Family Living, 8/16/71  
 Robert L. Blann, Associate Professor, Journalism, 8/16/71  
 John Benjamin Carr, Jr., Associate Professor, Industrial and Engineering Technology, 8/6/71  
 Frederick Arzellan Clark, Assistant Professor, Accounting, 8/16/71  
 Elizabeth S. Cossey, Assistant Professor, Library Public Services, 8/16/71  
 John Howard Crenshaw, Professor, Mathematics & Computer Science, 8/16/71  
 James A. Gibbs, Professor, Teacher Education, 8/16/71  
 Mildred B. Gwaltney, Assistant Professor, Teacher Education, 8/16/71  
 Ann F. Handy, Administrative Secretary, Physical Education and Recreation, 8/16/71  
 Riley Dean Handy, Library Department Head, Library Special Collections, 8/16/71  
 Edmund Eduard Hegen, Professor, Geography and Geology, 8/16/71  
 Charles R. Jones, Dairy Herdsman, Agriculture, 8/16/71  
 Sally Ann Koenig, Library Department Head, Library Public Services, 8/16/71  
 Beverly Dorene Leonard, Assistant Professor, Communication and Theatre, 8/16/71  
 Alton Dean Little, Professor, Physical Education and Recreation, 8/16/71  
 Glenn J. Lohr, Professor, Health and Safety, 8/16/71

Robert L. Martin, Associate Professor, Modern Languages and Intercultural Studies, 8/16/71  
 Carl Richard Martray, Professor, Psychology, 8/16/71  
 Janice Marilyn Masannat, Assistant Professor, Library Automation and Technical Services, 8/16/71  
 Sam Grady McFarland, Professor, Psychology, 8/16/71  
 Raul H. Padilla, Associate Professor, Modern Languages and Intercultural Studies, 8/16/71  
 Robert Panchyshyn, Associate Professor, Teacher Education, 8/16/71  
 Elmer Eugene Rich, Professor, Teacher Education, 8/16/71  
 Walter S. Richards, Jr., Athletic Equipment Attendant, Physical Education and Recreation, 8/16/71  
 Catherine Coogan Ward, Associate Professor, English, 8/16/71  
 John Clark Wassom, Department Head, Economics, 8/16/71  
 Paul R. Wozniak, Professor, Sociol-

ogy, Anthropology and Social Work, 8/16/71  
 Minnie Frances Brown, Senior Bookstore Clerk, College Heights Bookstore, 9/01/71  
 Elsie Louise Pears, Building Services Attendant, Physical Plant, 9/01/71  
 Betty H. Seitz, Staff Assistant, Grant and Contract Services, 9/01/71  
 Doris F. Elmore, Work Control Center Clerk, Physical Plant, 9/08/71  
 Marelle T. Normand, Staff Nurse (RN), Health Services, 9/16/71  
 Glenda Galloway, Building Services Supervisor, Physical Plant, 10/01/71  
 Raymond E. Pryor, Electronics Supervisor, Physical Plant, 10/01/71  
 James P. Worthington, Professor, Agriculture, 10/01/71  
 Jerrold Barry Steen, Staff Pharmacist, Health Services, 10/04/71  
 William Brady, Carpenter, Physical Plant, 11/15/71  
 Darrell W. Glass, Senior Printer, Print Shop, 11/15/71

## November Paydays

November 13	- Faculty personnel and graduate assistants on the mid-month payroll.
November 25	- Faculty and staff normally paid at the end of the month and staff personnel on the biweekly payroll.
November 30	- Personnel paid semimonthly.

## December Paydays

December 15	- Faculty personnel and graduate assistants on the mid-month payroll.
December 22	- Faculty and staff normally paid at the end of the month and staff personnel on the biweekly payroll.
January 4	- Personnel paid semimonthly.

## Basketball Schedule

November 21	Exhibition Game after Murray football game (4:15)
November 27 & 28	Sun Met Classic in Fresno, California
December 4	Wendy's Classic in Bowling Green Tulane vs. University of Louisville (7:00) Western vs. New Hampshire (9:00)
December 5	Consolation Game (7:00) Championship Game (9:00)
December 9	Western vs. Butler University (Home) (7:30)
December 12	Western at Evansville (7:30)